

Notice and Attendance of Public at Board of Health / Committee Meetings – B-G-021 Board of Health Policy

1.0 Policy Statement

- 1.1** Meetings of the Board of Health, or a Committee of the Board of Health, are open to attendance by members of the public, except for in camera meetings.
- 1.2** Adequate public notice of all meetings is provided.
- 1.3** The definition of a “meeting” is any regular, special, or other meeting of the Board of Health, a Board of Health Committee, or the Committee of the Whole.

2.0 Purpose

This policy describes the process for:

- Public notice of all Board of Health/Committee meetings.
- Public attendance at Board of Health/Committee meetings.
- Rules for delegations to Board of Health/Committee meetings.
- Rules and conduct for Public at Board of Health/Committee meetings.

3.0 Scope / Responsibility

- 3.1** This policy applies to the Board of Health for the North Bay Parry Sound District Health Unit (Health Unit), Medical Officer of Health/Executive Officer, and the recording secretary.
- 3.2** The Board of Health through the Medical Officer of Health/Executive Officer and the officers of the Board of Health ensure that this policy is implemented.
- 3.3** Each member of the Board of Health or other person attending a Board of Health / Committee meeting has the responsibility to follow this policy.

4.0 Procedure

4.1 Notice of Meetings

- The recording secretary ensures that public notice of all Board of Health/Committee meetings, including in camera meetings, are posted one week prior to meetings as follows:
 - a) Post notice on the Health Unit website.
 - b) Provide Communications with notice to forward to media representatives in North Bay Parry Sound district.
 - c) Provide Communications with notice to forward to local office of the Members of Provincial Parliament.

- d) Email agenda to member municipalities.
- e) Ensure Communications emails Board of Health meeting schedule three times a year to cable operators in the Health Unit catchment area.
- The recording secretary ensures that public notice of all Board of Health meetings is posted on the Health Unit website once the schedule is set at the first meeting of the year with disclaimer that the meeting date is subject to change.

4.2 Attendance at Meetings

- **Members of the Public**

All meetings of the Board of Health and its Committees are open to the public except for in camera meetings (Board of Health Policy - [B-G-015](#) - In Camera Meeting Proceedings).

- **Delegations**

- a) Any individual or group of individuals that wish to make a presentation to the Board of Health informs the Medical Officer of Health/Executive Officer in writing, at least 5 days in advance of the meeting at which they wish to appear, including a written submission of their presentation.
- b) The Medical Officer of Health/Executive Officer includes the delegation on the agenda for the meeting.
- c) Delegations that do not provide appropriate notice may be heard at the meeting by resolution of the Board of Health.
- d) Each delegation is allowed a maximum of two speakers for a maximum of 10 minutes on the agenda. An extension may be granted, by resolution, of the Board of Health.
- e) Unless otherwise directed, by a resolution, no action respecting the presentation of a delegation is taken until Board of Health members have an opportunity to discuss the presentation and receive advice from the Medical Officer of Health/Executive Officer.

4.3 Rules and Conduct for Public at Meetings

- No person is to consume alcohol or tobacco during Board of Health/Committee meetings.
- The Chairperson presides over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting (See Board of Health Bylaw Section IV).

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) Records Retention and Management – [WI-HU-108](#)
- c) In Camera Meeting Proceedings – [B-G-015](#)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Municipal Statute Law Amendment Act*. 2006. S.O. Chapter 32. Sched. A. s. 103.
- d) Robert's Rules of Order (Current Version)

7.0 Summary of Revisions

2020-02-10 – Letterhead updated and scheduled review with minor revision to section 3.1.

8.0 Board Policy Development Details

Author: **Dr. Jim Chirico, Medical Officer of Health/Executive Officer**

Reviewed by: **Dr. Jim Chirico, Medical Officer of Health/Executive Officer**

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